

H&S BN POLICY LETTER 7-13: Mentoring = Leadership That Truly Cares in "Every Clime & Place!"



1. Situation. On 18 January 1921, General John A. Lejeune pronounced: "One must put himself in the place of those whom he would lead; he must have a full understanding of their thoughts, attitudes, emotions, aspirations and ideals; and he (she) must embody in his (her) own character the virtues which he (she) would instill into the hearts of his (her) followers." Marines are reno living as INSPIRING Leaders and DEDICATED Warriors. To advance our hard-earned reputation, this policy letter instills Headquarters & Support Battalion's commitment to Lead & Mentor each member of this command.

2. Mission. H&S Bn possesses outstanding Leadership--active duty, retirees, and Veterans from all Armed Services. Every Leader at all levels will enforce the Marine Corps Mentoring Program (MCMP) in order to preserve and protect our force, readiness, and further develop H&S Bn members to reach their utmost potential. To that end, it is critical that we capitalize on our diverse experience and vast knowledge base to lead and mentor our Marines & Sailors to accomplish all mission sets. This requires steadfast Mentorship and persistently engaged, kneecap to kneecap Leadership.

3. Execution. In accordance with the MCMP Guidebook signed by General Hagee on 13 Feb 2006 and the latest guidance from our Commandant reinforcing professionalism--see the letter that General Amos wrote to his General Officers and our NCOs dated 9 & 16 OCT 2013 respectively--especially Marine conduct at our BEQs, Leadership will conduct mentoring programs that improve the professional, moral & ethical development, and welfare of all H&S BN members and their families. The MCMP directs: "All active duty members of our unit will have an official mentor, most likely the next senior in their chain of command." Additionally, I recommend all of us to have unofficial mentors that serve as role models for the kind of Leader we should aspire to become.

Effective immediately:
a) By 31 December 2013, all Marines shall read our Commandant's choice books; 1) Message to Garcia, 2) War Fighting, and 3) Warrior Ethos; however, by 10 November 2013 all Corporals and above shall read MCWP 6-11 Leading Marines and MCRP 6-11D Sustaining The Transformation.

b) At least once a month, every Battalion NCO, SNCO, and Officer will visit one of our 3 BEQs during the hours of 2000 and 0400 to enforce/reinforce good order and discipline. This includes actively talking with duties and fire watches and walking all BEQ decks and passageways in order to obtain a "status check." Do ensure the Duty NCO records your arrival and departure in the duty logbook.

c) Monthly, each H&S Bn service member will eat at least one meal at their respective Dining Facility with their Warriors.

d) Participate in and/or support the various H&S Bn intramural/sports teams by attending at least one event quarterly. We will all fully support the Single Marine Program (SMP) and the other terrific Marine Corps Community Service (MCCS) programs aboard this installation to the fullest extent.

e) Ensure all families are aware of the many monthly family readiness events that our fantastic MCCS programs offer. The intent is to ensure everyone in the H&S Bn Family has the tools and resources readily available to maintain a great quality of life.

f) While in any type of leave or TAD status, that member will contact their chain of command at least once a week to check in and say: "Hello, I am fine!" Silence is just not an appropriate form of communication and accountability.

g) Have quarterly Bn level Family Readiness events that include the entire family. These fun, morale building events will take the form of picnics, holiday parties, family fun days, and other positive occasions.

4. Administration & Logistics.

a) Anyone who is the subject of an NJP hearing, court-martial or a meritorious/commendatory board shall have their mentoring folder checked by a member of the Company or Battalion Leadership before that event takes place.

b) At least quarterly, the Company/Bn Leadership will "inspect, what is expected" within the various sections' mentoring folders; at least 10% of a section's mentoring folders will be checked each time.

c) Everyone shall also read MSgt Guy T. Galarza's thoughts on the importance of strong mentorship. His 3-page document (attached) is enlightening and provides common sense methods to implement MCMP. My end state is every Marine and Sailor in the Battalion receives a monthly mentoring session--that is documented--in order to preserve and protect them as our most precious asset = the individual Marines.

5. Command & Control.

a) My official mentor is BGen Bullard, our Commanding General, and I meet with him several times a month. I am the official mentor to everyone I serve as their Reporting Senior. Our federal employees are also encouraged to enjoy the MCMP benefits. My ultimate objective is for all H&S Bn members to achieve a successful tour of duty, become consummate professionals, and ultimately productive members of society.

b) The Corps' future rests in the hands of terrific people who are truly AWESOME Leaders who take the time and ownership to become top-notch Mentors. Together, we will always Accomplish the Mission while taking care of our Marines and their Families by abiding by the "Spirit & Intent" of General Hagee's Mentoring ALMAR 008/06 while simultaneously adhering to our Core Values and THE GOLDEN RULE = treating everyone with dignity & respect. Accordingly, any member of this Battalion working after 1800 will first obtain their OIC's approval; practicing good time management coupled with ensuring that all our resources are utilized in accordance with the General Accountability Office's 5Es--Effective, Efficient, Equitable, Economical, Ethical--is absolutely critical to maintaining a proficient, motivated, and disciplined unit. Doing these basic things will enable all of us to enjoy a balanced lifestyle, especially as our Corps continues to decrease in numbers. Being an instrumental part of the Marine Corps team means being part of a marvelous entity...and, more importantly, one that prides itself on taking care of each other "24/7" = through both the "great" and "not-so-good" times.

With Admiration, Semper Fidelis & may GOD Bless America!

Michael E. Cordero

Colonel Michael E. Cordero, USMC/signed 21 October 2013
Leatherneck since 1984